

State of Maine
Career Opportunity
Maine Ethics Commission
Auditor II

Equal Opportunity/Affirmative Action Employer
Women and Minorities Encouraged to Apply

Date Open: April 18, 2008

Class Code: 061200

Pay Range: 23

Date Closed: May 13, 2008

Bargaining Unit: B = Professional and Technical

Salary: \$33,384.00 - \$45,739.20

The Maine Ethics Commission: The Maine Commission on Governmental Ethics and Election Practices is the campaign finance agency for the State of Maine. It administers the Maine Clean Election Act (MCEA), the nation's first system of full public financing for candidates for Governor and Legislature. The Commission receives and reviews campaign finance reports from candidates, political action committees, and the committees of political parties. It also administers Maine's lobbyist disclosure program and makes recommendations on legislative ethics issues. The Commission has a permanent staff of seven employees, and two seasonal employee during election years. For more information, please see www.maine.gov/ethics.

Overview of Auditor Position: The position combines traditional auditing responsibilities and practices with policy development and implementation. The Auditor will be in charge of implementing standardized auditing procedures, consistent with Commission policies, for the use of public funds for the political campaigns of legislative and gubernatorial candidates. The Auditor oversees the audits of Maine Clean Election Act candidates, which involves an in-depth review of documentation of campaign contributions and expenditures. The Auditor will also supervise the work of an associate auditor, which is a seasonal position to assist in post-election audits of candidates. The Auditor will oversee the Candidate Registrars in a compliance review on all contributions and expenditures disclosed in the campaign finance reports of all candidates within the Commission's jurisdiction. The Auditor will work closely with the Commission's Candidate Registrars to advise, assist, and educate candidates on the Commission's mandatory electronic campaign finance reporting system, permissible campaign uses of public funds, and other campaign financing regulations in group and one-to-one settings. The proportion of auditing duties compared to other responsibilities will vary, with a higher concentration of traditional auditing duties during the second year of the two-year election cycle. The Auditor will also work with the Executive Director and Assistant Director in developing policies, guidance, proposed regulations, and written materials regarding public and private campaign financing, and will draft and present recommendations on enforcement matters for review by Commission members. The Auditor works closely with all Commission staff, and reports to the Executive Director and Assistant Director.

Duties of Auditor

- Conducting independent and complex audits of campaign finance reports and expenditure documentation of Maine Clean Election Act candidates;
- Presenting final audit reports, including recommended actions and penalties, to the members of the Commission at public meetings;

- Reviewing campaign finance reports for compliance with legal standards, including verifying that candidates spend public funds on campaign-related purposes, and that candidates' reporting of financial information is complete;
- Analyzing and interpreting audit reports to determine trends and patterns for the purposes of enhancing Commission procedures and to revise and refine regulations and written guidance;
- Developing rationale and proposed recommendations for penalties in enforcement matters;
- Verifying candidates' eligibility to receive public funds payments;
- Overseeing prompt payments of Maine Clean Election Act funds to candidates;
- Educating candidates about restrictions on campaign contributions and expenditures, and reporting requirements;
- Making presentations to candidates, occasionally on weekends and during evenings;
- Drafting educational and instructional materials for candidates, and drafting portions of study report of Maine Clean Election Act;
- Improving performance of the Commission's web-based electronic filing and disclosure system, including working with private vendor on enhancements;
- Using database software (including Microsoft Access) for auditing and administrative tasks, including designing forms, queries and reports;
- Directing two support staff members and temporary workers on projects such as reviews of documentation and reports;
- Responding to questions from research organizations and news media; and
- Cooperating closely with other staff members in fast-paced government office.

Minimum Qualifications: A Bachelors Degree in Accounting, Business Administration, or related field and two (2) years experience in accounting/auditing -OR- a six (6) year combination of education, training, and/or experience at a professional auditing or accounting level – OR- a 5 year combination of education, training, and/or experience at a professional auditing or accounting level which includes one year experience at the Auditor I level. Preference will be given to applicants with professional auditing experience.

Desired Qualifications

- Support for the good-government goals of public financing of political campaigns;
- Excellent oral communication skills in delivering individual advice and assistance to candidates and in making group presentations;
- Excellent written communication skills in corresponding to candidates on specific advisory or enforcement matters, and in drafting proposed audit findings and recommendations, guidance materials, and proposed regulations;
- Helpful and courteous personality while providing individualized advice and assistance to candidates over the phone or in person on a wide variety of campaign-related issues;
- Ability to work closely and collaboratively with a small, highly-motivated team;
- Ability to interpret, explain, and apply laws and regulations;
- Ability to apply database skills for record-keeping, retrieving information, and analysis (auditor is required to learn Microsoft Access); and
- Commitment to working in non-partisan office.

HOW TO APPLY: Qualified candidates should send resume, direct hire application, and letter of interest by the closing date to: Lynn Kimmel, State House Station # 74, Augusta, Maine, 04333, Telephone (207) 624-7412. Direct Hire applications are available at the Division of Financial & Personnel Services in Augusta, all Maine Career Center Offices, and on the Division of Financial & Personnel Services Web Page (access <http://www.maine.gov/fps/opportunities>). Please specify the complete job title on your application.

The deadline for submitting application materials is May 13, 2008.

Questions about the position should be directed to Paul Lavin, Assistant Director, at Paul.Lavin@maine.gov or (207) 287-4179.

Value of State-paid Health & Dental Insurance: \$322.97 biweekly

Value of State's share of employee's retirement: 18.46% of pay